



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, FORT HOOD
1001 761ST TANK BATTALION AVENUE
FORT HOOD, TEXAS 76544-5000

COMMAND POLICY

DPW-02

AFZF-PW

AUG 11 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Billeting of Bachelor Personnel

1. PURPOSE. To establish procedures for housing of bachelor personnel on Fort Hood.

2. BACKGROUND.

a. Reference Army Regulation 210-50, Housing Management, 26 Feb 99.

b. Army Regulation 210-50, paragraph 3-37, requires the Housing Office to be responsible for record keeping and control over certificates of non-availability (CNA). This function is delegated to the Real Property Team, Master Planning and Real Property Branch, Engineering Plans and Services Division. The Real Property Team issues all CNAs for Basic Allowance for Housing at the without dependent rate when adequate quarters are not available on post.

3. POLICY. Guidelines for billeting of bona fide and geographical bachelors in troop barracks and for approving requests to reside off post and draw BAH are as follows:

a. Assignment and use of housing under a unit integrity concept is authorized provided the overall installation occupancy rate for unaccompanied personnel housing permanent party does not fall below 95 percent as determined by Directorate of Public Works Real Property IAW AR 210-50, paragraph 3-29. The continuous ongoing utilization surveys and quarterly reporting will effectively monitor utilization rates.

b. If, at the brigade level, the utilization of assigned UPH assets exceeds the 95 percent occupancy rate or there is serious overcrowding (more than 2 Soldiers residing in a room or in dayrooms), a CNA request may be forward through the individual's chain of command to DPW Real Property for validation.

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c. Category III and IV geographical bachelors, in all enlisted grades, will not be billeted in UPH. Exceptions will be made on a case-by case basis. However, this will not result in a single Soldier being forced to move off the installation. Minimum standards of adequacy do not apply to personnel in these categories (i.e. 2 NCO's may be housed in a room). Prior to assignment, these individuals should be advised in writing that they may be required to vacate UPH for personnel in priorities I and II upon 30 days notice. A list of priorities of assignments, by category, is provided with the UPH report.

d. Bona fide bachelors Staff Sergeant and below may be authorized to live off post and draw BAH only when:

(1) Billet space is not available, i.e., occupancy exceeds 95 percent installation wide, requiring Soldiers to live on post will result in serious overcrowding, and there are no category III and IV personnel living in the barracks.

(2) Pregnancy requires authorization to reside off post in accordance with Fort Hood Regulation 600-24.

e. Approval authority for bona fide bachelor personnel, Staff Sergeant and below, to reside off post and draw BAH resides with the Brigade Commander (O-6) and the Garrison Commander for Headquarters Command, III Corps and Fort Hood. Documentation must be provided with each exception to policy to clearly indicate utilization of barracks (quarterly reports) and that there are no geographical bachelors billeted in barracks. Certificate of non-availability requests will be validated through utilization surveys, quarterly reports, and 95 percent installation utilization rate. If there is a noticeable difference, the Chief of Staff, III Corps and Fort Hood will have the final approval authority. Each approval must indicate the effective date.

f. The original paperwork for all approvals will be provided to the DPW Real Property Office, Bldg 4612, Rm 59 for validation (using quarterly reports, utilization surveys and the 95 percent installation utilization rate), final approval and issuance of a CNA.

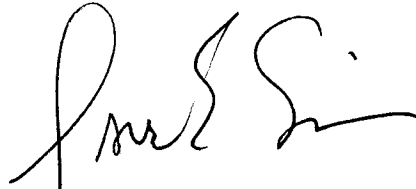
g. Quarterly review of all authorized CNAs will be forwarded to MSCs to verify which Soldiers are still assigned, have PCS'd, or have moved back into the barracks. Unwarranted and/or inappropriate issuance of CNAs must be eliminated. Failure to enforce existing Department of the Army policy results in an unnecessary expenditure of funds and jeopardizes our proposed barracks rebuild program. Your prompt attention to this matter is requested.

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h. Consolidated UPH reports from the MSCs or separate unit reports occupying barracks space will be prepared as of 31 Mar, 30 Jun, 30 Sep, and 31 Dec of each year. These reports will be due to DPW, Real Property by the 15th of the following month. Instructions and format for the report are enclosed.

4. EXPIRATION. This Command Policy Memorandum supersedes Command Policy Memorandum, DPW-01-03, dated 8 January 2001, and will remain in effect until superseded or rescinded.

A handwritten signature in black ink, appearing to read 'James E. Simmons', is written over the typed name.

JAMES E. SIMMONS
Major General, USA
Commanding

Encl
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IAW FH Form 1853:A